



# MISSOURI DEPARTMENT OF MENTAL HEALTH

PATRICA S. GRABER, INTERIM DIRECTOR



DEPARTMENT  
OPERATING  
REGULATION  
NUMBER

DOR

1.550

CHAPTER General Department	SUBCHAPTER Travel and Expenses	EFFECTIVE DATE 10/15/01	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Reporting Vehicular Accidents		AUTHORITY 630.050	HISTORY NEW	
PERSON RESPONSIBLE Deputy Director, Administration			SUNSET DATE 7/1/04	

**PURPOSE:** The purpose of this policy is to provide procedures for reporting accidents involving state vehicles anywhere, and non-state vehicles on State Property.

**APPLICATION:** Applies to all DMH facilities and employees.

(1) State vehicles are to be used for official business only, not for personal use.

(2) DMH employee(s) involved in an accident while operating a state vehicle shall:

(A) Immediately notify the appropriate law enforcement agency and receive a completed accident report from them. The appropriate law enforcement agency to contact varies by location of the accident. Generally, an employee shall report as follows:

1. City or Town - Local Police Department
2. State Highways - State Highway Patrol
3. Rural Roads - Appropriate Sheriff's Department

(B) In some locations, such as on private property, law enforcement might not fill out a report. In this case, record name, address and insurance information for each person involved.

(C) Notify supervisor and the facility's motor pool coordinator, safety coordinator or designee as soon as possible, but not to exceed the end of the next working day.

(D) Assist the facility's motor pool coordinator, safety coordinator or designee with completing an Automobile Loss Notice (MO 300-0068) form.

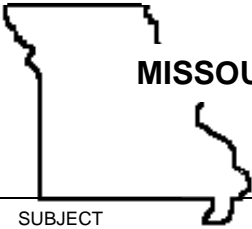
(3) Responsibilities of the facility's motor pool coordinator, safety coordinator, or appropriate designee after any accident.

(A) Contact the State Office of Administration, Risk Management Section at (573) 751-4044 immediately upon notice of the accident.

(B) Submit the Automobile Loss Notice form along with a copy of the accident report to State Office of Administration, Risk Management Section, P.O. Box 809, Jefferson City, MO 65102 as soon as the accident report is available. Copies of the completed form and accident report shall be kept on file with the appropriate department personnel.

(C) Simultaneously send a copy of the Automobile Loss Notice form and accident report to the Central Office General Services Manager.

(4) Bodily injury to the employee and passengers and bodily injury and property damage outside the vehicle may be covered by the State Legal Expense Fund.



# MISSOURI DEPARTMENT OF MENTAL HEALTH

PATRICIA S. GRABER, INTERIM DIRECTOR



DEPARTMENT  
OPERATING  
REGULATION  
NUMBER

DOR  
1.550

SUBJECT	EFFECTIVE DATE	NUMBER OF PAGES	PAGE NUMBER
Reporting Vehicular Accidents	10/15/01	2	2 of 2

(5) State vehicle accident guidelines also apply when DMH employees are involved in a rental vehicle accident while on official business.

(6) Personal property in state vehicles is not insured for loss or damage by the state.

(7) Physical damage or loss to an employee's private vehicle and/or its property contents when used for official business is not covered by the state. Liability to others, including passengers, shall be covered by your private auto policy. Accidents (injury or property damage) involving DMH employee(s) when using a personal vehicle for official business shall be reported to the facility's motor pool, safety coordinator or designee.

(8) Workers' compensation may be provided to employees who suffer injury during the course of employment, subject to the determination by the appropriate State office. This includes injuries resulting from vehicular accidents in state, rental or personal vehicles when conducting official business in accordance with the provisions of the Missouri Workers' Compensation Law.

(9) DMH employees who witness a vehicular accident causing injury to a non-state employee who is on state property are responsible for reporting that accident. DMH employees shall:

(A) Notify their supervisor and the facility's general services manager, safety coordinator or designee as soon as possible, not to exceed 24 hours or the next working day.

(B) Assist the facility's general services manager, safety coordinator or designee with completing an Accident on State Property - Loss Notice (MO 300-0167) form. This form is used for visitors (not state employees) who are injured on state property and should not be completed by the claimant.

(10) For all vehicular accidents involving the death of or serious injury to state employee(s) anywhere or non-state employee(s) on state property, the Central Office General Services Manager shall notify the Deputy Director of Human Resources immediately upon notice of the accident.